INFORMATION TECHNOLOGY ADVISORY BOARD
JANUARY 29, 1997
MEETING MINUTES

ATTENDEES:

Lew Davison, Chair	E. John Alberts	Joyce Backes
Rich Beckwith	Mike Benzen	John Bluma
Sean Curry	David Finch	Tom Frahm
George Hagedorn	Gina Hodge	Rita Kerperin
Bill Mitchell	Christine Mueller	Liz Palazzalo
Rex Peterson	Richard Pierce	Ron Pinkham
Jim Roggero	Betty Rottmann	Dave Schulte
Jim Simmons	Jane Stafford	Bruce Vieweg
Gail Wekenborg	Gerry Wethington	Chris Wilkerson
Rise' Williamson		

OPENING REMARKS

Lew Davison called the first monthly ITAB meeting of 1997 to order at 8:35 a.m. on January 29, 1997 in the Interpretive Center, Office of the Secretary of State, 600 West Main Street, Jefferson City, Missouri. He welcomed everyone to the meeting. He also asked for suggestions on possible format changes to improve the monthly meetings. The Committee decided to add a discussion topic that would pertain to all managers with a designated time limit. Submit your topics to Rita at 526-8002 two weeks prior to the meeting date. Quarterly meetings times were changed at the December meeting.

APPROVAL OF MINUTES

1. Approval of the December 18, 1996 Information Technology Advisory Board Meeting Minutes

Lew Davison asked for additions, deletions or corrections to the December 18, 1996 ITAB Meeting Minutes. Gerry Wethington made a motion, seconded by Joyce Backes and unanimously approved that the minutes be approved as written.

ACTION REQUIRED: None.

GENERAL BUSINESS

1. CIO Update (Mike Benzen)

FOCUS - Mike reported the FOCUS group met sometime ago and decided to issue a contract for a given amount of dollars. We now find that we are not meeting our commitment. He indicated he would have Cindi renegotiate the contract. Jerry indicated he would hate to see us renegotiate the contract and lose the 66% discount with IBI. Discussion followed and the suggestion was entertained to possibly purchase the parallel sysplex version of FOCUS at this time thereby meeting our commitment. It was suggested to further discuss this item at the next Steering Committee meeting.

ACTION REQUIRED: Steering Committee will discuss and recommend what course of action to take on IBI contract.

CONSULTING AND TRAINING - Mike mentioned several people have been discussing with Cindi the need for a contract with ORACLE for consulting and training. He cautioned that there are a number of vendors offering this service and if a contract was let there would be no guarantee that ORACLE would receive the bid. He suggested agencies write an order to ORACLE using local purchasing authority up to the $20,000 maximum. The existing ORACLE contracts do not include consulting or training. The team recommended that a statewide contract for consulting and training be issued even though ORACLE may not receive the bid.

ACTION REQUIRED: Mike's office will prepare a bid document for a statewide contract for consulting and training.

Year 2000 - Mike provided an update on the Year 2000 project. He distributed a spreadsheet providing cost estimates by agencies totaling over $57 million. The request is included in the Governor's budget recommendation. Last week he met with the Senate Appropriations Committee and yesterday with the House Appropriations Committee.

Both appeared receptive to the request. It will be included in the Capital Improvements budget with 70% requested the first year and the remaining 30% for the second year. It will probably be appropriated to either OIT or possibly OA. OIT will be developing a reporting mechanism to measure the amount spent and work completed. He requested that the Attorney General's office and MoDOT also participate in reporting. The contractor will do the coding and the agencies will do the testing. If funding problems develop, monies can be shifted. Formal budget hearings have not as yet been scheduled. When a date is confirmed Mike will notify each of the agencies. He asked that each department represented in the budget request be present at both hearings to show support and field questions specific to your agency.

ACTION REQUIRED: Mike will provide hearing dates on Year 2000 budget item to all agencies once the dates are set.

NASIRE Awards - Mike reported he is Chairman of the NASIRE Awards Committee this year. He distributed information relating to the award categories and encouraged completion of applications from Missouri. If interested in a particular category Mike will provide specific information. He will serve as a clearinghouse for applications that are due by March 6. Rules state one entry per state per category, if more are received a committee will be formed to select the best one.

ACTION REQUIRED: Provide NASIRE award applications to Mike.

Year 2000 Contractor Space - Contract will require that the state furnish office space, furniture, equipment, etc. Space should be available at 2701 West Main around April l.

Mike's staff is presently dismantling furniture to place in storage. He has most of the equipment needed to set up the office spoken for. He may come back to the group for several minor requests.

ACTION REQUIRED: None - Informational

2. Software Standards (Chris Wilkerson)

Chris reported since the last meeting he had received three additional appointments to his Committee and was making another plea for additional representatives. If you would still like to appoint a representative, you may call him at 526-8416. Some of the attendees appeared unclear as to the charge of the Committee. This was further discussed and Chris will convene his committee and develop what they perceive to be their charter and mission along with a survey. He will then present it at a future meeting of the ITAB for discussion and/or approval.

ACTION REQUIRED: Attendees need to contact Chris Wilkerson with the name of their agency representative who will serve on the Software Standards Committee.

3. Year 2000 (Ron Pinkham)

Ron reported since they are entirely dependent on federal funds and will not know if they will be receiving funds for this project until October, they are in the process of converting four small systems pilot projects. These pilots should be completed by the end of March. This will also give a track record of how much time and resources are needed to complete.

Mike reported on the status of other subcommittees. He mentioned AS/400 and applications will be covered in the Year 2000 appropriations. The operating system and PC hardware do not appear to be a year 2000 compliance problem. These are departmental problems and need to be handled inhouse. One of a kind purchased applications will need to be inventoried and reviewed further. Funding for these may be available out of the 10% contingency. The group was asked to review this mission critical PC packages and have them checked for 2000 compliance. Report any of these to Cindi Rutherford.

ACTION REQUIRED: Group to check on mission critical PC packages and report any non-compliant packages to Cindi.

4. Data Center Consolidation (Gerry Wethington)
Gerry reported the Steering Committee met to discuss lessons learned from the recent Social Services consolidation with the Data Center. Joyce's staff is preparing a diary so it can be factored into the upcoming consolidations to resolve those issues upfront. The group is also trying to schedule an orientation meeting for new data center managers that are coming into the consolidated data center.

Also the Security Subcommittee was again resurrected to further study some security issues needing additional attention. Ron Welschmeyer will chair this group. The group discussed application and file level security, but to his knowledge have not covered MAN or any local area network's security issues. The Memorandum of Understanding also does not relate to network security.

He is getting ready to schedule another Steering Committee meeting to look at the need for possible schedule adjustments. He also reported the Department of Labor and Industrial Relations consolidated with the Highway Patrol Data Center on January 18 and 19. Everything is running well with few minor problems.

All necessary legal authorities have reviewed the memorandum of understanding that will need to be signed. They are also preparing service level agreements. FBI is using our memorandum of understanding as their model to other states performing network consolidation.

Gerry mentioned another remaining issue is renaming the State Data Center. The Steering Committee will sponsor a contest to suggest new names for the facility,

A question arose on the value of the implementation plan. Jerry reported is has been around 90% accurate thus far. With network consolidation in full swing, Dave Finch raised the issue of ATM security over the new Metropolitan Area Network. This issue was not included in the Security Subcommittee charge. Lew, Gail and Dave will get together later discuss this matter.

ACTION REQUIRED: Schedule Steering Committee meeting, reactivate Security Committee, reschedule orientation meeting, sign memorandum of understanding and prepare service level agreements. Joyce is preparing diary.
Lew, Gail & Dave will meet to discuss further ATM security for the MAN.

5. Prime Vendor (Larry Seneker)
Mike reported they have received comments from some of the agencies on price fluctuations from Gateway. Gateway has the option to use price fluctuation. They bill with the price that is prevalent on shipment day.
Mike reported considerable work has been done to the Web site and it has improved greatly, but the description area still has problems. He suggested comments both pro and con needs to be communicated back to them on the web site.
Betty Rottmann reported DESE is entering into a contract for Help Desk services for 9 months off the Prime Vendor contract. She will
ACTION REQUIRED: None - informational.

6. MAN Project Update (Gail Wekenborg)
Gail reported she met with Sprint and discussed the concerns relating to termination of the contract in years 1, 2, or 3. After negotiations it was agreed there would be a 65% penalty if canceled after the 1st year, 55% the second and 10% for each year thereafter. Since there were no others concerns expressed, she will proceed with the contract.
ACTION REQUIRED: Gail will proceed with MAN Project Contract.

7. Personnel Committee (Joyce Backes)
Joyce distributed a copy of a recent article in the News Tribune that explains the kickoff last week of the formation of a Technology Training Coalition to attract and retain qualified computer technology employees. Jan Grecian has been most instrumental in this effort. In connection with this kickoff, they also did a radio show. The Jefferson City Area Chamber of Commerce is coordinating the effort. You may call or write them to get a copy of the survey or if interested in receiving computer technology training.
She also mentioned they did have an official group attend the meeting representing the colleges, universities, trade schools, etc. for the first time at their last meeting, so higher education is now officially involved.
The Subcommittee working on career paths, etc. have become very active and will soon be starting to produce some information for distribution.

The technology package to collect data on new hires, resignation, etc. that was demonstrated by Larry at the meeting in October is ready to rollout.
ACTION REQUIRED: None - informational.

8. Information Technology Education Advisory Committee (Jim Roggero)
Jim reported the following:

> 1. The Committee finalized its mission statement and goals in December. They will be looking at it again at the next meeting and will be ready to present mission and goals at next ITAB meeting.

> 2. AmeriData brought in vendors relating to training. One of these vendors will begin in March to configure a training center here in Jefferson City. The Advisory Committee will be working closely with the vendor to relay our needs. Prime vendor has at least 3 or 4 different vendors who do training and they will provide a listing of those. The agencies present at this meeting who have had any dealings with the training vendors have been very complimentary of their attitudes and efforts to assist.

> 3. The Committee is also still pursuing the present need for a training facility for all to use. Jan has been working with OA. The Committee is still pursuing the idea of developing a large centralized training facility in the next three to four years to handle all the agencies needs.

> 4. Tom Frahm has accepted the Chair of a subcommittee that will be working on costing.

ACTION REQUIRED: None - informational

9. Internet-MOREnet (Bill Mitchell)
Bill reported the Coordinating Board for Highway Education has forwarded a request to fund the MoreNet infrastructure for all our customers that includes: DESE, State library, Public Libraries, state agency access in Jefferson City, all higher education community networks, etc. Governor has recommended funding. Immediately after this presentation, he will be leaving to go to the Capitol to testify in support of it. They are working through DESE to have all school districts in all areas of the state to T1 status prior to the start of the new school year
David Finch reported the modem pool is not yet saturated, but the demand is up so they are presently looking to increase the existing modem pool by another 48 modems, thus bringing it up to a total of 92 modems.
He is also working with Gail on developing alternative routes south out of Jefferson City for emergencies, i.e. flooding, etc.
He mentioned they had done a pilot project on the concept of doing desktop video on the internet of the Governor's inauguration ceremony and are working with the Lieutenant Governor on a demonstration project.
ACTION REQUIRED: None - informational.

10. Statewide Purchasing Update (Mike Benzen)
Mike reported routers were not included in the prime vendor contract. A bid document is presently out on the street. The closing date will be the end of February.
ACTION REQUIRED: None - informational.

11. Network Consolidation Study
Gail reported on a recent meeting with Southwestern Bell. A series of interviews will take place in February. She will provide a letter outlining the details of the interviews. The purpose is to attempt to identify the state's telecommunications needs for the next five years. A list of questions will be provided prior to the interviews.
ACTION REQUIRED: Gail will set up interviews between state agencies and Southwestern Bell to obtain five years telecommunications needs.

12. Intern Agreement/Contract (Jim Simmons)
Jim presented copies of the latest version of the IFB document. He explained the contractual requirements as well as the performance requirement. He indicated it has flexibility built into it since some agencies use personal service

funds while other use operating funds. They also asked for course catalogs from the various universities to build a database which will list the various types of training that is offered. Several of the universities have also asked what type of training is needed and what type of training they should be offering.
ACTION REQUIRED: None - informational

REPORT OF PLANNED/ACTIVE BIDS
1. Lew mention MoDOT looked at 8 or 9 query tools and did a formal evaluation. The department selected COGNOS Impromptu as the query tool of choice for client-server platforms. MoDOT will be working with Purchasing to send out a RFB. Lew also mentioned he has evaluation results if anyone is interested in similar kinds of client-server tools.
2. Lew also mentioned his agency is looking for a job scheduler for client-server applications. MoDOT recently purchased the TIVOLI suite of products for systems management and there are a couple of job scheduling products that go with that suite. TIVOLI was purchased off the Prime Vendor contract.
3. Dave Schulte reported they have been approached by REGIS that is a non-profit organization that provides information systems services to St. Louis and the surrounding area, about potential use of some of their offenders. He asked if this type of program would be useful to other state agencies. If anyone is interested in such a program, inform Dave or Mike. It would take about six months to train these people.
One of the requirements for training is that the offender has at least five years remaining before release from the institution.

REVIEW OF ACTION ITEMS
There were no pending action items.

OPEN DISCUSSION
Future round table meeting topics -
1. Year 2000 - Reporting mechanism, etc. Invite Anderson Consulting
2. Corrections - train offenders to assist in programming, etc.
User Groups were discussed. It was decided to get in contact with the Chairs of these groups and invite several groups to each meeting. Allow 10-15 minutes to present an update. Lew will contact the Chairs of these groups and discuss the arrangements.
Betty reported there will be several executive presentations scheduled on February 6 at the Capital Plaza Hotel. These will be conducted by Oracle Corporation. The topic will be "Enabling the information age through network computing". Anyone interested may attend.
David Finch asked if the group would be interested in an Internet Fair. This could be held in an April or May timeframe. Mike suggested the vendors would have opportunity to make their presentations at the "Thursday at ten" sessions and did not feel the need for a fair.

NEXT MEETING
1. The next meeting is scheduled for Wednesday, February 26, 1997 at 8:30 a.m. in the Interpretive Center at the Office of the Secretary of State.

Since the Board had no further business to discuss, the meeting adjourned at 12:05 p.m.

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Lew Davison, Chairman